## Microsoft Word 2010 Certification Practice Test

**Create a New Folder named: PraticeTest-Today’s Date**

**Save all files that you create today in the current folder**

**Save this document as a Word Document with the filename: Practice Test**

**Complete each of the following tasks. Directions are in bold.**

**1.**

1. **Draw a textbox**
2. **Set the height to 2” and the width to 4”**
3. **Apply the Intense Effect – Olive Green, Accent 3 Shape Style**
4. **Change the border color to Blue, Accent 1, Darker 25%**
5. **Set the border width to 3pt**
6. **Set border options so that the border is measured 5pts from the text all around (top bottom, left, and right)**
7. **Move the text “Microsoft Certifications” into the textbox**

Microsoft Certifications

**2.**

1. **Insert Contrast (Odd page) Footer**
2. **Change the distance of the footer from the bottom for the entire document to 1”.**
3. **Set footer options for Different Odd & Even Pages**

**3.**

1. **Define a new bullet using the Lighthouse picture from the Sample Pictures folder**
2. **Demote the following items (Word, Excel, PowerPoint, & Access) in the list one level**

# Core Certification Exams

## Word

## Excel

## PowerPoint

## Access

# Expert Certification Exams

## Word

## Excel

**4.**

1. **Insert a blank 2 column 4 row table with fixed column width of .5”**

**5.**

1. **Convert the table below to text separating the columns by periods (.)**

|  |  |
| --- | --- |
| 1 | Word |
| 2 | Excel |
| 3 | PowerPoint |
| 4 | Access |

**6.**

Microsoft Office Specialist

1. **Apply a Gradient Fill – Blue, Accent 1, Outline –White text effect WordArt to the above heading**
2. **Apply double strikethrough formatting to the above heading**

**7.**

1. **Rotate the image 60o**
2. **Modify the text wrapping for the picture to Tight**
3. **Modify the Vertical Relative position of the picture to 75% relative to the Outside Margin**



**8.**

1. **Hyperlink the image you just inserted to the heading “Microsoft Word 2010 Certification Practice Test”**

**9.**

1. **Customize AutoCorrect Options so the text is not replaced as you type**
2. **Remove Check Spelling as you type**
3. **Make the word “mos” an AutoCorrect Exception to prevent any action**

**10.**

1. **Hyperlink the text “mos” to the website** [**www.microsoft.com**](http://www.microsoft.com)

**11.**

1. **Indent the first line of the paragraph by .3”**
2. **Find the word images and replace it simultaneously with the word icon**
3. **Format the paragraph to prevent breaks in the middle of the paragraph**

The tools on the ribbons are most often displayed as images. Images are small pictures that represent the function. To find out what the function of an image is, hover your mouse over the image. The tools on the ribbons are most often displayed as images. Images are small pictures that represent the function. To find out what the function of an image is, hover your mouse over the image. The tools on the ribbons are most often displayed as images. Images are small pictures that represent the function. To find out what the function of an image is, hover your mouse over the image. The tools on the ribbons are most often displayed as images. Images are small pictures that represent the function. To find out what the function of an image is, hover your mouse over the image. The tools on the ribbons are most often displayed as images. Images are small pictures that represent the function. To find out what the function of an image is, hover your mouse over the image. The tools on the ribbons are most often displayed as images. Images are small pictures that represent the function. To find out what the function of an image is, hover your mouse over the image.

**12.**

1. **Create a new document based on the Newsletter (Apothecary design) template**
2. **Save As a Word Document with the filename: Newsletter**
3. **Change the title to “Microsoft News”**
4. **Apply the “Grid” Theme to the newsletter**
5. **Add a Custom Watermark with the text “Word 2010”**
6. **Change the font to “Times New Roman” and a font size of “120”**
7. **Save as a PDF document with the filename: “Newsletter”**
8. **Close Adobe Acrobat Pro**
9. **Create a Blog Post from the active document**
10. **Save it as a Word Document with the filename: “Newsletter Blog Post”**
11. **Change the AutoRecover file location to your Flash Drive (F:)**

**13.**

1. **Add a comment “Passing Score 700” to the text below**

Microsoft Word 2010 Certification

**14.**

1. **Insert a built in bibliography**

**15.**

1. **Split the document horizontally**
2. **Remove the split**

**16.**

1. **Insert a Table of Contents below**
2. **Apply Fancy Style Formatting**
3. **Display only Heading 1**
4. **Apply Hyphen Tab leaders**

**17.**

1. **Using your “lastname\_list” file, create mail merge labels, with first and last name fields.**
2. **Exclude 1 recipient**
3. **Merge into a new document**
4. **Save the merge file as “practicemerge”**

**18.**

1. **Click New Window to duplicate the current window**
2. **Display both document so that the 1st pages of each are viewable Side by Side**

**19.**

1. **Restrict Editing with a blank password to the document to only allow editing of comments**